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Administration Division Weekly
28 November - 2 December 1988

25X1

[Redacted]

Space

25X1

Scheduled Building Services Branch/OL briefing re moving/packing instructions for relocation from [Redacted] on 30 November for WOTD and SACTD representatives.

25X1

DC/AD, C/LOGS, Doug/OL, and WOTD and SACTD representatives attended OL briefing [Redacted] on 1 December re update on construction progress at E Street. Since IMS has rescheduled their move until end of January, it appears OTE will be first occupants.

25X1

DC/AD talked to [Redacted] O/DDA, re OTE's need for additional parking for instructors at NHB when classrooms are ready for use. C/LOGS will compile a list by name and grade for consideration in OTE's allocation.

Miscellaneous

25X1

[Redacted] coordinated the OTE Awards Ceremony on 29 November. ADDA presented 41 awards.

25X1

[Redacted] attended ELECTAS training on 30 November.

Security

Attended a two-hour security awareness briefing on 28 November.

25X1

On 2 December attended a presentation on OS Career Development.

[Redacted]

Started setting up appointments to meet with OTE Division Chiefs to review security practices and make security recommendations where needed.

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On 28 November, C/B&F and a representative from LDD attended a demonstration of LTD's internal expense tracking system.

Personnel

25X1 On 30 November, C/PB addressed Orientation attendees on personnel issues.

DC/PB attended the "All Hands" meeting of the Language Training Division on 1 December.

Liz continued to process open season health insurance changes. This week, three OTE employees changed their health insurance plans.

Liz attended a DDA/Personnel Officers meeting on 2 December dealing with affirmative action for hiring, placement, and advancement of individuals with handicaps. DA office submissions on suggestions for such affirmative action are due to DA/CMS/PERS by 30 December.

Panel Support

-- DC/PB served as the Advisor and Recording Secretary to the GS-10 Language Instructor Panel which met on 29 November - 1 December.

Logistics

Federal Drug Administration representative inspected the 7th floor Snack Bar on 2 December. The Snack Bar received 80 out of 100 points. A copy of the report will be forwarded to OMS.

The abandoned car in the Student Lot was towed by Dominion Management on 2 December.

Painting and wall papering of ground floor will begin on 5 December.

Garage parking will be closed Thursday evening 8 December from 1800 hours to 0630 hours on 9 December and from 1800 hours 9 December to 1800 hours 11 December for cleaning and sealing of garage surfaces. Notice will be published.

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